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- I. **Purpose.** This document covers policies and procedures for sponsoring and using cooperative procurements for IT goods and services. All executive branch agencies and non-exempt institutions of higher education are subject to these policies and procedures, except those agencies and institutions explicitly exempted by the *Code of Virginia*.

### Policies- What you need to do

- II. **General Information.** The *Code of Virginia* authorizes public bodies to enter into cooperative procurement arrangements with other public bodies to purchase goods or non-professional services. Cooperatively procured contracts are to be used to procure IT goods and services only if the original solicitation contains language that the cooperative procurement was being conducted on behalf of other public bodies.
- III. **Conducting an IT Cooperative Procurement.** Executive branch agencies and non-exempt institutions do not have authority to sponsor, conduct or administer a cooperative procurement arrangement unless such authority is delegated by VITA.
- IV. **Purchasing from IT Cooperative Procurements.** Cooperative procurement agreements, including GSA contracts, may be used to increase cost savings or expedite the acquisition of IT goods and services. Purchasing from cooperative procurements is only permitted if the terms of that contract allow for such purchases. Purchasing from cooperative procurements is not permitted for items available on an existing statewide contract or available through a DMBE-certified small business. Cooperative procurement agreements typically would not be used for software purchases or ongoing service level agreements.

(GSA Contracts only)- Competition is required, and the contractor must agree to all of VITA's standard terms and conditions.

- V. **CIO Approval.** Regardless of amount, all cooperative procurements shall be approved under the authority of the CIO.

<b>Procedure- How you implement the policies</b>
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- VI. **Cooperative Procurement Requests.** An agency or institution must utilize the following approval process to request use of other cooperative procurement agreements:
1. Forward a completed IT Cooperative Procurement Approval Request form to VITA's Supply Chain Management (SCM) at [scminfo@vita.virginia.gov](mailto:scminfo@vita.virginia.gov). This form is located on the web at:  
<http://www.vita.virginia.gov/procurement/policies.cfm>
  2. After CIO approval is obtained, the agency or institution may proceed with the purchase utilizing eVA.

<b>Authority Reference(s)</b>
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§2.2-4304 of the *Code of Virginia*; Outlines the cooperative procurement process.